

FLIGHT PROJECTS DIRECTORATE
STATUS REVIEW PACKAGE (SRP)

**COST STATUS CHART (CSC)
USER GUIDE**

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The following documentation is an overview of the Cost Status Chart Windows program operation.

RUNNING A CHART FROM WINDOWS

There are two ways to run the CSC chart in the Windows environment:

The first is to double click on the CSC icon. This will load the CSC chart and automatically load the last file opened.

The second way is to click on the CSC icon. Make sure the title under the icon is highlighted. Move the pointer up to File and click. Move the pointer to Properties and click. This will bring up a dialog box that displays the program's name. After the program name, enter the correct path and file name of the file chart to be opened and click on OK. Then move the pointer back to the icon and double click. This will open the chart and the file that was specified in the Properties dialog box.

CREATING A NEW CHART

Move the pointer to the menu bar and click on File. This will reveal the File pulldown menu.

Move the pointer down the pulldown menu to New, and click.

This will display the options dialog box.

Enter the "Fiscal Year". Valid years are 1960 to 2050.

The actions of the tab key can be accomplished by moving the mouse over a field until the I BAR appears and clicking the mouse button to edit the field.

Move the pointer to the radio buttons under "Organization". Click on the radio button to select the desired organization. Selecting "To be filled in" allows the user to enter whatever organization is needed.

When all the selections are made, click **OK** or **CANCEL**. **OK** will accept the changes made. **CANCEL** reverts back to previous selections or default settings.

OPENING AN EXISTING FILE

To open an existing file, move the mouse to the menu bar and click on File.

This will display the File pulldown menu.

Move the pointer to Open, and click on Open. This opens a dialog box where either the path and filename can be typed, or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file. Then move the pointer to **OK** and click, or move the pointer to the file to be opened and double click on it.

TITLES DATES AND OTHER FIELDS

Move the pointer over to the field to be edited, and click on it. This will display an entry box.

Make the entry.

Move the pointer to **OK** or **CANCEL**, and click.

OK accepts the entry, and **CANCEL** reverts back to what was previously entered in for that field.

The proper format to use when entering the date is MM/DD/YY;
e.g. 07/21/90.

ANNOTATIONS

An annotation can be made almost anywhere within the chart.

Position the pointer to the bottom left of where an annotation is needed and double click. This will open an entry box.

Type in the annotation, and click **OK** or **CANCEL**. **OK** accepts the annotation, and **CANCEL** prevents the annotation from being made.

To change the attributes of an annotation, move the pointer to the menu bar, and click on Edit. Then click on Annotation. This will display a dialog box where the color, size, and font can be changed for each annotation.

Use the **PREVIOUS** and **NEXT** buttons to flip through the annotations.

If an annotation is in an undesirable location and cannot be moved, delete the annotation by using the annotation dialog box.

MOVE ANNOTATION

Move the pointer to the menubar and click on Edit. Select the option Move Annotations. Position the pointer on the annotation and depress the left mouse button. The pointer will change to a cross hair. Drag the annotation to the desired position. Release the mouse button when the positioning of the annotation is satisfactory.

ENTERING DATA

Position the pointer over the field you want to enter.

Click on that field. This will display a small dialog box.

Type in the Number.

Position the pointer over the **OK**, **NEXT**, or **CANCEL** button and click. **OK** will accept the changes, **NEXT** allows the next field to be entered, and **CANCEL** will leave the field unchanged. **Cancel** will only cancel the current entry.

All invalid entries will display an error box. The field will be left blank. Reselect the field and re-enter the number if needed.

POP

When applicable, the user needs to place the POP on the chart in the form of an annotation. See the attached sample chart for reference.

PLACE MILESTONE

Move the pointer to the menubar and click on Edit. Select the option Place Milestone. Position the pointer over the area where the Milestone is needed. Click the left mouse button and the Milestone will appear on the screen.

PLACE BAR

Move the pointer to the menubar and click on Edit. Select the option Place Bar. Position the pointer at the beginning of where the bar should start. Depress the left mouse button and drag the mouse to the ending point of the bar and release the left mouse button. The lower left corner of the screen will display the date where the bar is currently being dragged across.

MOVE MILESTONES/BARS

Move the pointer to the menubar and click on Edit. Select the option Move Objects.

To move a milestone, position the pointer over the Milestone and depress the left mouse button. While holding the left mouse button down, drag the mouse (and milestone) to the new position and release the button. The lower left corner of the screen will display the date where the milestone is currently positioned while being moved.

Bars can be moved three different ways:

Move the beginning of the bar (start date) by depressing the left mouse button over the left side of the bar and dragging it to the desired position. The lower left corner of the screen will display the start date where the bar is currently positioned while being moved.

Move the entire bar by depressing the left mouse button over the center of the bar and dragging it to the desired position.
The lower left corner of the screen will display the start date where the bar is currently positioned while being moved.

Move the end of the bar (end date) by depressing the left mouse button over the right side of the bar and dragging it to the desired position. The lower left corner of the screen will display the end date where the bar is currently positioned while being moved.

DELETE MILESTONE

Move the pointer to the menubar and click on Edit. Selecting the option Delete Milestone allows the user to delete a milestone. Position the pointer over the milestone to be deleted, and click the left mouse button.

DELETE BAR

Move the pointer to the menubar and click on Edit. Selecting the option Delete Bar allows the user to delete a bar. Position the pointer over the bar to be deleted and click the left mouse button.

CHANGE MILESTONE/BAR DATES

Move the pointer to the menubar and click on Edit. Selecting the option Change Dates allows the user to change the attributes of bars and milestones. Position the pointer over the milestone or bar to be changed and click the left mouse button. This will display a dialog box.

Milestones: The date, revision level, and various attributes can be changed.

Bars: The start date, progress date, and ending date can be changed. Changing the progress date to a date later than the starting date will fill the bar with black up to the applicable progress date to show how much progress has been made.

INSERT LINE

To insert an entire line, move the pointer to the menubar. Click on Edit and then select Insert Line. Move the pointer to where the line is to be inserted and click. A warning box will be displayed indicating that a line will be inserted and the last line will be deleted. Clicking on **YES** will delete line last line, insert a new line where the mouse click occurred, and move all lines (below and including the line where the mouse click occurred) down 1 line.

Clicking **CANCEL** will abort the operation. Annotations must be moved manually.

DELETE LINE

To delete an existing line move the pointer to the menubar and click on Edit. Click on Delete Line. Move the pointer to the line to be deleted and click. A warning box will be displayed indicating that the line will be deleted. Clicking on the **YES** button will delete the line, and move all lines below the clicked position up one line. Clicking on **NO** or **CANCEL** will abort the operation. Annotations must be moved or deleted manually.

OPTIONS

Position the pointer over the menu bar and click on Format. Then click on Options.

Any option can be changed at any time with the exception of the number of periods. This can only be increased or left the same.

Refer to the section on "NEW" for changing the Options.

SAVE/SAVE AS

To save a file, position the pointer on the menu bar. Click on File, then click on Save or Save As.

The option "Save As" allows you to save the file using any legal file name and path.

The option "Save" saves the current file to the current file name.

If the current file is new and has never been saved, the "Save As" dialog will appear.

All files will be saved with a ".CSC" extension by default.

ERROR BOXES

Error Boxes can be displayed for several reasons:

OPENING A FILE:

If you type in the wrong file name, an invalid file name, or the file cannot be found, then an error box will appear.

ENTERING AN INCORRECT NUMBER:

If you type in a number other than in the specified valid range, an error message will appear.

In the Options Dialog, attempting to decrease the number of periods for a chart will result in an error message. If an invalid "Starting Year" is entered, an error will result. The range of valid years is 1960 through 2050.

WARNING BOXES

A warning box will be displayed if the user has made changes to a file and:

- tries to open another file without first saving the current file.
- tries to create a new file without first saving the current file.
- tries to quit without saving the current file.

The warning box asks the user if they would like to save the file. The correct responses are either **YES**, **NO**, or **CANCEL**. **YES** saves the changes. **NO** continues on without saving the file. **CANCEL** aborts the operation.

A warning box will be displayed if the user attempts to save a new file to an existing file name.

The warning box asks the user if the existing file should be overwritten. **YES** overwrites the file, **NO** and **CANCEL** allow the user to enter a new file name.

DELETE

To delete a file, position the pointer on the menubar. Click on File, then click on Delete. This opens a dialog box where either the path and filename can be typed, or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file to be deleted, or move the pointer to the file to be deleted and click. Move the pointer to **OK**, and click. This action displays another dialog box as a safety measure to ensure that the user really wants to delete the selected file. **CANCEL** aborts the operation, **OK** deletes the file.

PRINT SETUP

To access the Printer Setup, Move the pointer to the menubar and click on File. Move the mouse to Printer Setup and click. This will bring up a dialog box where the printer modes can be changed. Make sure the printer is set up for "Landscape" before printing.

PRINTING

Move the pointer to the menubar and click on File. Move the mouse to Print and click. This will print the chart on the Windows default printer.

EXIT

To exit an existing file, move the pointer to the menu bar and click on File. Move the pointer to Exit, and click on Exit.

If the file has no new changes, then the program will terminate.

If the file has unsaved changes, a warning box will appear and prompt the user to save the current file.